



# **KinderRHAMa Preschool Program**

## **Parent Information**

**2018-2019**





We welcome your family to AHM KinderRHAMa! This handbook should answer questions you may have about our program. If there are other issues that are not covered, or you would like information about other resources provided by AHM, please contact the Family Resource Center Coordinator, Becky Murray, at (860) 228-0871 or [beckym@ahmyouth.org](mailto:beckym@ahmyouth.org).

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## Our Mission and Philosophy

The KinderRHAMa Preschool Program is part of AHM Family Resource Center, which provides services to families in the towns of Andover, Hebron, and Marlborough. This program is intended to provide a nurturing, safe, stimulating, developmentally appropriate environment for children aged 2 ¾-5. In the activities that we plan, the curriculum that we develop, and the special events that we set up, we put the growth and development of your child first.

## Basic Program Information

### Program Hours:

3 year olds: Tuesday & Thursday, from 8:30-12:00

4 year olds: Monday, Wednesday, and Friday, from 8:30-1:00

**Before Care and After Care are offered on the days your child attends for an extra charge.**

Before Care: 7:00-8:30 AM

After Care: 12:00-2:30 for 3 year olds; 1:00-2:30 for 4 year olds.

### Program Dates:

The T/Th program will start on **Tuesday, September 4**

The M/W/F program will start on **Wednesday, September 5**

Please see attached calendars.

### Orientation:

We will have a **Welcoming Brunch for children and families** on:

**Wednesday, August 29** from 8:30-9:30 AM for the 4-year-old class

**Thursday, August 30** from 8:30-9:30 AM for the 3-year-old class

During the brunch, you will have the opportunity to meet teachers, other parents, look through the room, find your child's cubby, see what types of activities the children will be doing, and ask any questions.

### Important phone numbers and addresses:

We welcome your phone calls, but please consider that we are busy in the classroom with your children during class times and may not be available immediately.

KinderRHAMa Preschool Classroom	(860) 228-5310
Becky Murray at Gilead Hill School	(860) 228-0871
AHM Office for Billing and Financial Questions	(860) 228-9488
AHM Office Fax	(860) 228-1213
Email address: Becky Murray:	beckym@ahmyouth.org
Email for classroom issues/absences:	<a href="mailto:cari.duigou@rhamschools.org">cari.duigou@rhamschools.org</a>
	<a href="mailto:heather.holbrook@rhamschools.org">heather.holbrook@rhamschools.org</a>

### Forms:

We will be giving you a packet of forms to fill out before your child starts school.

These must be received prior to enrollment. **Please note that per CT state law, until we have received a medical form, your child will not be able to participate in the program.**

### Sign In/Out:

- When you arrive with your child for the day, please write the time and initial on the sheet on the cubbies.
- When you pick up your child, please write the time and initial on the same sheet.
- We assume that both parents have permission to pick up the child. If this is not the case, please let us know.
- If someone other than you (the child's parents) will be picking up your child, please let the teachers know.

We will ask people picking up your child for picture I.D., so please make sure they have it with them. If you need to change this during the year, please make sure you write a note, or add the pick up person to the list in our registration book.

### Weather Related Delayed Openings/School Cancellation:

RHAM High School is in Region 8. In the event that RHAM is cancelled or delayed due to weather, announcements will be made on local TV stations.

- If RHAM is cancelled, preschool will be cancelled for the day.
- If RHAM is delayed 2 hours, we will open at 9:30. If RHAM is delayed 90 minutes, we open at 9:00.
- If RHAM is closing early, preschool will end at **noon** for all classes.
- **Before Care:** If there is a delayed opening, Before Care will not be available.
- **After Care:** If there is an early closing, After Care will not be available.

Please sign up for **Text Alerts** to your cell phone (no data plan needed).

Here is the link to sign up through WFSB:

<http://my.textcaster.com/asa/Default.aspx?ID=c1616077-39d9-4682-b0ca-63a1ee174441>

When signing up for text alerts, choose **Region 8 Notifications**.

### Parking/Traffic

During regular pick up and drop off for KinderRHAMa, (8:30 AM, 12:00 PM, 1:00 PM), you may enter RHAM High School from either the Wall Street entrance or the RHAM Road entrance.

If your child is scheduled for Before Care or After Care, please note the following:

**There is no access to the preschool from RHAM Road from 6:30-7:30 AM, and from 1:30-2:30 PM during regular school days.** In addition, early closings due to weather, RHAM students will be dismissed at 12:10 on ½ days. In these instances, you cannot access Preschool through the RHAM Road entrance. Please enter school campus on Wall Street at the Main entrance, bear right, and enter the staff parking lot. Travel to the end of the parking lot to access the preschool.

Weather related early closings are announced on the news (Please see "Delayed Openings/Cancellations") above.

### Calendar

Please note that our Preschool program **mostly** follows the RHAM calendar. **We do not make up snow days.** In addition, there are days designated for RHAM staff development when RHAM students do not have school, but KinderRHAMa is open as reflected on our calendar. **Please be sure to refer to the KinderRHAMa calendar (on the last two pages of this document).**

## Fees and Payment Procedures

### **Program Fees**

- **Registration/Enrollment Fee**  
\$30 (non-refundable)
  
- **3-Year-Old Program – 2 days per week**
  - Tuition: **\$2,000.00** / year
  - Before Care (7:00 – 8:30 a.m.): **\$775.00** / year
  - After Care (12:00 – 2:30 p.m.): **\$1,292.00** /year
  
- **4-Year-Old Program – 3 days per week**
  - Tuition: **\$3,590.00** / year
  - Before Care (7:00 – 8:30 a.m.): **\$1,162.00** / year
  - After Care (1:00 - 2:30 p.m.): **\$1,162.00** / year
  
- **Drop-In-Care**
  - Before and After Care may be available on a Drop-In Basis if space is available.
  - Please complete and submit the **Drop-In-Care Request Form** to the teachers at least **one week** prior to the requested dates.
  
- **Daily Drop-in-Care (Before and After) Fees**
  - 7:00 - 8:30 a.m. - **\$18.00**
  - 12:00 - 2:30 p.m. - **\$30.00**
  - 1:00 - 2:30 p.m. - **\$18.00**

### **Payment Schedule Options**

In your form packet, you will choose payment options and fill out the ACH form, which gives us permission to use your credit card or debit card for payments.

\*\* Tuition payments utilizing a credit card will not receive a courtesy discount.

#### **These are choices for tuition payments:**

- \_\_\_ **A. Tuition paid in full, due on June 1, 2018**  
(Courtesy Discount: **\$60** – 3 year-old program and **\$100** -4 year old program)\*\*
  
- \_\_\_ **B. Tuition of 2 payments, due on June 1, 2018 and January 1, 2019**  
(Courtesy discount: **\$30** -3 year-old program and **\$50** -4 year-old program)\*\*
  
- \_\_\_ **C. Tuition of 3 payments, due on June 1, 2018, November 1, 2018, and March 1, 2019.** (Courtesy discount: **\$25** for the 3-year-old program, and **\$35** for the 4-year-old program)\*\*
  
- \_\_\_ **D. Tuition submitted in 10 payments, due on June 1 2018, July 1 2018, August 1 2018, September 1 2018, October 1 2018, November 1, 2018, December 1, 2018, January 1, 2019, February 1, 2019, and March 1, 2019.**  
**ACH payments will only be accepted for this option.**

**For families enrolling after June 30<sup>th</sup> or after the start of the program:**

Monthly tuition payments will be calculated based upon the date of enrollment, with the final payment scheduled to be received by April 1<sup>st</sup>, 2019.

**ACH payments will only be accepted for this option.**

**Refunds - Withdrawals:**

- Registration fee is non-refundable.
- The first month of tuition is non-refundable.
- If you choose to withdraw your child, a mandatory 30-day withdrawal notice in writing is required. With a 30-day written withdrawal notice, any unused tuition will be credited to your account.

**Late Payment Procedure:**

If payment is not received by the **10<sup>th</sup>** day of the month, a late fee of **\$15.00** will be imposed for each month the payment is not received or is late. No exceptions will be made. **If payment is not made by the 10<sup>th</sup> of the month, your child's space in the program will be jeopardized.**

**Late Pick Up Charge:**

Please be considerate to the teachers by picking up your child on time. If you are more than 5 minutes late, a late fee of **\$20.00 will be assessed.**

**Returned Checks:**

A **\$25.00** service charge will be imposed on any returned check.

**Financial Aid:**

We have a limited amount of scholarship funds that can reduce monthly tuition fees for families who qualify. If you would like to apply for a scholarship, please fill out the form and return with your last two pay stubs and a copy of your most recent tax return to AHM Youth Services, 25 Pendleton Drive, Hebron, CT 06248, Attn: Nella Stelzner, Director of Finance. All information will be held confidential.

**Tax Information:**

You may be able to deduct tuition for child care expenses. Please consult with your accountant. **Our Federal Tax ID Number (TIN) is 22-2595584** and our legal name is Andover, Hebron, and Marlborough Youth & Family Services, Inc. We will put our tax ID number on all forms. If you have any questions regarding payment, please contact Lisa Reeve or Nella Stelzner at 860-228-9488.

**Communication with Families**

**Cubbies:**

Near the sign-in sheet in the classroom, we will often post information for parents. Please check this area for upcoming events or activities. In addition, each child will have a cubby with his/her name on it. Please check your child's cubby every day she/he attends school for artwork or papers with information.

### **If your child will be out**

If your child will not be attending school due to illness, vacation, or any other reason, please call the classroom at (860) 228-5310 or email Heather Holbrook at [heather.holbrook@rhamschools.org](mailto:heather.holbrook@rhamschools.org). We like to know for planning purposes who will be at school each day!

### **Newsletters**

We send home a newsletter once a month. This will cover curriculum, inform you of upcoming dates in our classroom, events in the Family Resource Center or AHM Youth Services, and will include an article that is related to our theme on some aspect of child development or parenting.

### **Curriculum**

Information on the curriculum for the month will be listed in the newsletter, including books we are reading, songs, and art projects. There is a planning web on the bulletin board when you enter the room that lists the activities and themes we will be doing that month. In addition, we will post weekly activities on the white board to let you know what we are doing in the classroom for the week.

### **Child Assessment**

Children are observed throughout the year, both informally and formally. We use the Ages and Stages questionnaire and the CT State Department of Education Benchmarks to assess your child's skills in the areas of Physical, Cognitive, Creative, and Personal Social Development. We will let you know how children are doing in different areas of development on a continual basis through verbal reports.

Information about your child's progress is confidential. Written reports about his or her progress will only be discussed among KinderRHAMa staff. We will hold Parent Conferences twice a year. There will be a brief conference in October, at which time we will discuss your child's adjustment to preschool. At the end of February, there will be a more in-depth conference. At this time, you will be given a written progress report on your child and will have the opportunity to comment and give feedback.

If you have a concern at any time during the year, about your child, you are always welcome to talk to the teachers! If there an issue, which you would like to discuss in depth, you can call or email to schedule a conference.

### **Parent Input**

We very much value your feedback on curriculum and the program as a whole. Parents are invited to brunches several times a year. In addition, we invite parents into the classroom to participate in planned activities, or to lead an activity with children.

### **Facilitating an activity in the classroom**

If there is a story, craft project, information about your profession, or another type of program you would like to present to the class, we invite you to talk to the teachers to schedule a time! We have had many enrichment activities in the past, and these have included such things as: Teaching the children a dance, cooking with the children, doing a craft, reading a story, doing a musical program, and sharing about a holiday or custom your family observes at home. **Please note:** We recognize the number of working parents in our midst and this is **not** a requirement of KinderRHAMa, it is entirely optional!

If you are interested in taking on a leadership role in the Family Resource Center, or AHM Youth and Family Services, please talk to Becky Murray. There are opportunities for parents to volunteer in many capacities.

### **Program Evaluation:**

We do a yearly program evaluation and ask parents about their families' experience in the program. This is an opportunity to give us feedback about the program! Parents will be given a final report of the findings of the report.

### **Parent Brunches**

We have parent child brunches several times during the year. These give parents a chance to talk with other families, the teachers, and see what the children have been working on. Dates for these will be listed in the newsletter, and there will be a sign up in the classroom. If you are not able to attend, feel free to send a relative or friend with your child. These usually occur in November, February, and May, and are held during the first 45 minutes of the program, from 8:30-9:15. After the breakfast, the children stay until regular dismissal time.

### **Class list names and numbers**

We would like to distribute, with your permission, a class list with children's names, parent names, addresses, e-mails, and phone numbers. Parents have found this helpful in learning names of the children in the class, and for possibly getting together outside of school. In your packet there is a form for you to check off as to whether or not you would like to be listed.

### **Visiting the Classroom**

Parents can visit the classroom at any time. Other visitors may include parents who are interested in the program, or special guest presenters. These are arranged with the teachers.

### **RHAM Students in the Classroom**

The KinderRHAMa preschool provides high school students with an understanding of child development through observation and interaction. RHAM students assist in the KinderRHAMa classroom on a regular basis. In addition, students who have previously been enrolled in Child Development classes also assist in the classroom periodically. To help familiarize parents with RHAM students who are assisting, we have photos of them on a bulletin board in our classroom.

## **Health and Safety**

### **Hand Washing:**

Hand washing continues to be the most effective way to prevent the spread of illness. Children wash hands upon entrance for the day into KinderRHAMa, after using the toilet, before eating, and after messy activities. Staff will assist children with hand washing as needed.

### **Health Forms:**

Each child enrolled in KinderRHAMa is required to have a Health Form signed by a doctor on file. We have a nurse consultant for our program who reviews the health forms to ensure that they are complete. She may contact you for this information, or to clarify any health conditions listed on your child's form.



### **Immunizations:**

KinderRHAMa requires children show proof of immunization unless they are exempt and bring documentation showing this (explained further below). In the case of a child who is not immunized in accordance with the state regulations, KinderRHAMa will notify parents of any communicable outbreak immediately. Parents may remove their child from the class at their discretion. KinderRHAMa will not be held liable for any illnesses an unimmunized child contracts.

### **Under-Immunization:**

If a child is under-immunized, as defined as “a person who has not received the recommended number or types of vaccines for his/her age according to the national and local immunization schedules” (AAP), see <https://www.cdc.gov/vaccines/> his or her health records will document this and explain why. This may be due to a medical condition, or due to religious beliefs. Under-immunized children may be excluded from care if a vaccine-preventable disease occurs to which children are susceptible.

## **ADMINISTRATIVE REGULATIONS REGARDING IMMUNIZATIONS**

In accordance with state law and accompanying regulations, KinderRHAMa requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenza type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. 19A-7f, prior to enrolling in any program or school under its jurisdiction. Beginning January 1, 2012, and each January 1 thereafter, children aged 24-59 months enrolled in the preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.

Exemption from the pertinent requirements of these administrative regulations shall be granted to any child who:

- 1.) presents a certificate from a physician, physician assistant, advanced practice RN or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health, or
- 2.) presents a certificate from a physician, physician assistant, advanced practice RN stating that in the opinion of such a physician, such immunization is medically contraindicated because of the physical condition of such child; or
- 3.) presents a statement from the parent or guardian of such child that such immunization would be contrary to the religious beliefs of such child; or
- 4.) in case of measles, mumps or rubella, presents a certificate from a physician, physician assistant or advanced practice RN or from the Director of Health in such child’s present or previous town of residence, stating that the child has had a confirmed case of such disease; or
- 5.) in the case of haemophilus influenza type B, has passed his/her fifth birthday; or
- 6.) in the case of pertussis has passed his/her sixth birthday.

In accordance with state law, KinderRHAMa shall not be liable for civil damages resulting from and adverse reaction to a non-defective vaccine required to be administered by state law.

KinderRHAMa designates the contracted school nurse as the representative for receipt of reports from health care providers.

The regulations concerning required immunizations for elementary (including preschool), middle and high school students can be found at <http://www.ct.gov/dph/lib/dph/school regulations 2010.pdf>.

Legal reference: Connecticut General Statutes

10-204a Required immunizations

10-204c Immunity from liability

Public Act 11-242

An Act Concerning Various Revisions to Public Health Statues

Letter to Superintendents of schools et al. from Connecticut State Department of Education, Reinstatement of prekindergarten and kindergarten school Immunization Entry Requirement for Haemophilus Influenzae Type B (hib) Vaccine, June 25, 20010.

Letter to Superintendents of Schools et al. from Connecticut State Department of Education, *Changes in immunization Requirements for School Entry, March 15, 2011.*

### **Medication Procedures:**

Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a director or teacher to administer medications. If your child needs to receive any medication during school hours, we must have a form on file. This is the "Authorization for the Administration of Medications by Day Care Personnel" form in your packet. Medications must be labeled with name of child, name of drug, strength, dosage, and frequency, and with Physician's or dentist's name and the date of original prescription. Over the counter medication must be in the original container and labeled with the child's name. If your child uses an Asthma Inhaler or Epi-Pen, please bring us one to be kept in a locked box in school in the event that it is necessary for us to administer. We will return it to you at the end of the school year.

### **Illnesses**

Please notify us if your child is ill. In turn, we will let you know if there are contagious diseases that have circulated in our classroom.

Following an illness, a child must be "24 hours' symptom free" in order to attend. That means no fever, vomiting, diarrhea, etc. for 24 hours. If your child is put on antibiotics for a contagious illness such as strep or pink eye, they must be on antibiotics for a full 24 hours before returning. Children should be back to eating and drinking and acting normally before returning to school.

If your child becomes ill during the preschool session, he/she will be made comfortable and you will be contacted to come pick him/her up. If you are not available, we will call people on your contact list for pick up. **Please make sure you have people on your emergency contact list who live locally, in the event that your child needs to be picked up from school.**

### **Accidents, Emergencies**

KinderRHAMa Staff maintain current certification in CPR and First Aid. If there is an emergency involving your child, you will be contacted. If you or your spouse is unavailable, staff will go down the list of your emergency contact people to inform them of the situation. Staff will render appropriate treatment for your child. If necessary, emergency services will be activated. If 911 is called, the school nurse and administration will also be notified.

### **Allergies**

Please let us know if your child has food or any other type of allergies (ex. latex). Please also see "Food" Section of this handbook.

## **Security**

### **Classroom Entry**

Both the door to the outside from the classroom, and the door from the RHAM hallway to the KinderRHAMa classroom are kept locked. Please knock on the door or ring the doorbell for entrance. Program staff will let parents in during drop off and pick up times. If you drop by during the day, and for some reason we are not in the classroom (the class may be visiting the gym or another part of the building), please enter through the main office.

### **Pick Up**

Anyone picking children up from KinderRHAMa needs to be on the pick up list that you submit with your forms. The first time we meet anyone picking up whom we have not yet met, they will be asked to show I.D. We assume both parents have permission to pick up children unless you tell us otherwise. You can change this list at any time. If you are having a new person pick up, please make sure to add them to the list. If a situation arises, where you have not yet given us written permission for a new pick up person, verbal consent from a parent will suffice until the form is filled out.

### **Fire Drills and Lock-Down Drills**

KinderRHAMa, as part of RHAM High School, participates in fire drills and lock down drills. Our priority during these is to follow the Protocol in place by RHAM, and keep the children calm and safe. We have not found children to be distressed by drills.

### **Automated Notification System**

Parents in KinderRHAMa will be part of this system and will receive notification via home or work emails and calls to their home, work and/or cell phones when school to home contact is necessary for emergencies or other important communications. (Examples may be in the case of bad weather, security alert, etc.). There is no sign up for this alert system. We will use the email and phone information that you list on your emergency form for this purpose. Please note: If you change your phone or email during the course of the year, it is imperative that the change is communicated to Preschool staff or Becky Murray so that we can provide up-to-date alert information in the system

## **Food Policies**

### **Snack:**

Children in both classes will have a snack during the morning. Parents will send an individual snack for their child on each day they attend school.

Please note that we have a mini-fridge so foods will stay fresh. We encourage you to send in snacks that are low in sugar and with a minimum of artificial ingredients.

**Before-Care:** Children in before care often bring breakfast at school, so if you would like to do this, please pack breakfast for your child.

**After-Care Program:** If your child is staying after school, please pack a snack **in a separate bag.**

### **Some Healthy Snack Suggestions:**

Fresh fruit (bite sized)	Bagel Chips	Juice (100%)
Vegetables and dip	Popcorn	Cheese and crackers
Cheese sticks	Pretzels	
Small Bagels with cream cheese or butter	Yogurt	

**Please let us know if your child has any allergies.** We can keep food on hand for your child to have in our cabinets labeled with his/her name during times that the class is having a special treat (for example a treat for a birthday, please see below).

### **Lunch**

If your child is in the 4-year-old program, please pack a lunch. Children in the 3-year-old program will not eat lunch in school.

### **Clothing/Extra Clothes**

Please dress your children in casual clothing. We will be doing a variety of projects, some of which may be messy! While most art materials will wash out of clothing, we do not want the children to worry about getting their best clothing dirty. Also, although your child is potty trained, it would be helpful if you could send in a change of clothes labeled with your child's name to keep at school in the event of an accident.

### **Rest Time**

There will be a rest time for children who are staying for after care. Mats are provided. You can send in a blanket and stuffed animal, which we can keep in your child's cubby. If your child does not want to sleep, he/she can look at a book quietly.

### **Before/After Care**

If we have room and staff available, you may be able to sign up your child for Before or After Care on an occasional basis. If you do not register for this for the year, there is limited space available. Please talk to the teachers or email 1 week in advance of the date(s) when you would like your child to attend Before or After Care. This will give us adequate planning time. Teachers will confirm with you the dates and times.

### **Release of Information Form**

During the school year, we will be working closely with your child, and will be observing their progress in many areas, including Social/Emotional, Gross and Fine Motor, Cognitive, and Language Development. This is information that may be helpful, with your permission, to share with other professionals. In your packet of forms, please find a "Release of Information" form for your child's records. This information is of course confidential, and your wishes will be respected.

### **Emergency Back- Up Coverage**

We understand that sometimes there are circumstances where a parent may be late, but we would like to minimize these as much as possible. As circumstances may arise where you are unable to pick up your child on time, due to traffic, weather, or other eventuality, we encourage you to have a back-up person available who lives **locally**.

This person/ people **should be listed on the preschool permission pick up form.**

If you will be late, please contact them and then call us.

### **Behavior/Discipline:**

KinderRHAMa staff has all been trained in Conscious Discipline, a program developed by Dr. Becky Bailey that empowers and encourages adults to teach and model social emotional skills including respect, composure and good communication to children.

Our staff is committed to creating an accepting classroom climate where children feel like they belong, are valued, and can contribute in a meaningful way. This helps children make connections with others and sets the stage for cooperative, pro-social behavior. We focus on increasing children's assertive communication with each other as well as increasing their problem solving skills. Positively reinforcing good behavior regularly helps children want to cooperate! We also set clear and consistent limits, and provide consequences when those limits are exceeded. For more information about this program, please visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

### **If a child is having a conflict, staff will use one or more of the following methods:**

- Restate the problem, empathize with the child, and help them use words to express anger, frustration, and sadness
- Help the child to calm themselves
- Help a child to find a solution and/or redirect the child to another activity
- Use mediation between children when there is a conflict
- Give clear choices about acceptable solutions
- Remove the child from the situation of conflict

In addition to conflicts within the classroom, staff will try to think of other creative ideas that you can apply to specific situations at home. With the help of discipline and positive guidance, children will learn to set their own acceptable limits, and will grow and develop as people and as problem solvers!

If a particular child exhibits negative behaviors in the program on a regular basis, or if the child is a threat to himself or others, KinderRHAMa staff will meet with the child's parents or guardians to determine what approach is necessary to best help the child to behave in a more positive and constructive manner. Staff may make suggestions regarding strategies and may refer to counseling if needed. Specific action will be taken if deemed necessary by program staff, including suspension or withdrawal from the program.

### **Birthdays**

Some parents choose to send in a special snack on or around their child's birthday (often cupcakes!) Just let the staff know if you would like to do this.

\*\*Note about invitations to parties outside of school. Please **do not** put invitations in children's cubbies to invite them to parties, **unless** you are inviting the entire class, as this may result in hurt feelings.

### **Scholastic Book orders:**

We place orders from scholastic books on occasion. Your child will get a flyer in his/her cubby, which you can return with payment to the classroom. There are various catalogs within scholastic to order from (honeybee, firefly, seesaw, and scholastic gifts). All checks (no matter from which catalog you order) can be made out to “Scholastic”. You can also order and pay online by going to [www.scholastic.com/parentordering](http://www.scholastic.com/parentordering). The first time you order online, you need to set up a log in and password. Our classroom code is **J6L6W**. We do get credits for books for the classroom when parents order, either with paper orders or online

### **Teacher Biographies**

**Cari Duigou**, (known as “Mrs. D” to the children), is a KinderRHAMa teacher.

Cari has a Bachelor’s Degree from University of Connecticut, with a concentration in Human Development and Family Studies.. In addition to being a preschool teacher, Cari is the Director of Colchester Summer Camp, and works as a Program Director in the East Hartford Crossroads After School Program. Cari has taught preschool children since 1998.

**Heather Holbrook**, (known as “Mrs. H.” to the children), is a KinderRHAMa teacher.

Heather has an Associate’s Degree in Education with a focus on Early Childhood Education. She is the Director of East Hampton Summer Camp and a Program Director in the East Hartford Crossroads After School program. She has worked in childcare since 1993.

**Becky Murray**, (otherwise known as “Ms. Becky”), is the AHM Family Resource Center

Coordinator. Becky has a Master’s degree in Clinical Psychology. She has been with AHM Youth Services for the past 17 years coordinating and facilitating various programs for parents and children.

### **Fun Teacher Facts**

Between them, Mrs. D., Mrs. H., and Ms. Becky have 9 children, 5 grandchildren, and many, many pets!! (Note: Most of the pets actually belong to Mrs. H.)



## 2018-2019 KinderRHAMA M/W/F Class

<b>Mondays</b>	<b>Wednesdays</b>	<b>Fridays</b>
	<b>August 29-Welcoming Breakfast! 8:30-9:30 AM</b>	
	<b>September 5 –First Day!</b>	September 7
September 10	September 12	September 14
September 17	September 19	September 21
September 24	September 26	September 28
October 1	October 3	October 5
<b>October 8-NS Columbus Day</b>	October 10	October 12
October 15	October 17	October 19
October 22	October 24	October 26
October 29	October 31	November 2
November 5	November 7	November 9
<b>November 12-NS Veteran’s Day</b>	November 14	November 16
November 19	November 21- <b>No After Care</b>	<b>November 23-NS TG Recess</b>
November 26	November 28	November 30
December 3	December 5	December 7
December 10	December 12	December 14
December 17	December 19	December 21 <b>No After Care</b>
<b>December 24-January 1 School Recess</b>		
	January 2-School Resumes	January 4
January 7	January 9	January 11
January 14	January 16	January 18
<b>January 21 NS MLK Day</b>	January 23	January 25
January 28	January 30	February 1
February 4	February 6	February 8
February 11	February 13	February 15
<b>February 18 NS Pres. Day</b>	February 20	February 22
February 25	February 27	March 1
March 4	March 6	March 8
March 11	March 13	March 15
March 18	March 20	March 22
March 25	March 27	March 29
April 1	April 3	April 5
April 8	April 10	April 12
<b>April 15-19 School Recess</b>		
April 22	April 24	April 26
April 29	May 1	May 3
May 6	May 8	May 10
May 13	May 15	May 17
May 20	May 22	May 24
<b>May 27-NS Memorial Day</b>	May 29	May 31
June 3	June 5	<b>June 7-Graduation! No After Care</b>

## 2018-2019 KinderRHAMA Calendar T/Th

Tuesday	Thursday
	<b>August 30</b> -Welcoming Breakfast for Families 8:30-9:30 AM
<b>September 4-First Day!</b>	September 6
September 11	September 13
September 18	September 20
September 25	September 27
October 2	October 4
October 9	October 11
October 16	October 18
October 23	October 25
October 30	November 1
November 6	November 8
November 13	November 15
November 20	<b>November 22 NS Thanksgiving</b>
November 27	November 29
December 4	December 6
December 11	December 13
December 18	December 20
<b>December 24-January 1 Winter Recess NS</b>	
	January 3- <b>School Resumes</b>
January 8	January 10
January 15	January 17
January 22	January 24
January 29	January 31
February 5	February 7
February 12	February 14
<b>February 19 NS President's Day</b>	February 21
February 26	February 28
March 5	March 7
March 12	March 14
March 19	March 21
March 26	March 28
April 2	April 4
April 9	April 11
<b>April 15-19 Spring Recess NS</b>	
April 23	April 25
April 30	May 2
May 7	May 9
May 14	May 16
May 21	May 23
May 28	May 30
June 4	<b>June 6-Last Day! No After Care</b>